

**AUTHORIZED APPROVERS**

All [Expense Reports](#) must be submitted by the traveler/employee and approved at the next administrative level, for example:

<b>Traveler</b>	<b>Approval</b>
Department Employees	Department Chair/Head
Project Directors/Principal Investigators	Department Chair/Head
Department Chair/Head	Dean or Associate/Assistant Vice President
Dean, Associate/Assistant Vice President, or Department Chair/Head reporting to Provost or Divisional Vice President	Provost or Divisional Vice President
Vice Presidents and Administrators reporting to President	President or Internal Auditor
President	Chief Financial Officer or Internal Auditor with summary statement presented periodically to Regent Audit Committee

The individual approving an Expense Reports responsible for verifying the existence and validity of the receipts attached to support expenses claimed and that expenses claimed are in compliance with this policy.

See [Post-Travel Procedures](#) - Approval Checklist for responsibilities of anyone approving an Expense Report.